

ADMISSION INFORMATION

Individuals with private insurance, physician referral or other sponsorship may apply directly to the WWRC Admissions Department at 540.332.7000, toll free 800.345.9972 (Virginia only), or TTY 800.811.7893.



Individuals with disabilities may be eligible for assistance from the Department of Rehabilitative Services (DRS). Information about DRS eligibility may be obtained from your nearest DRS office or by calling toll free 800.552.5019.

Services are provided without regard to race, color, creed, sex, national origin, or disability. DRS/WWRC is an Affirmative Action/EEO agency.

ACCREDITATION

Vocational Training courses are accredited by COE (the Accrediting Commission of the Council on Occupational Education.) Requests for more information on COE may be sent to: Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 or call 770.396.3898, FAX 770.396.3790.



CAMPUS INFORMATION

WWRC is located in Fishersville, Virginia, approximately 30 miles west of Charlottesville. The 230-acre campus features barrier-free accommodations including housing options to meet the needs of all levels of disability, modern recreational facilities, covered walkways, dining hall, dormitories and medical units.



Woodrow Wilson Center for Employment

Box W-2
PO Box 1500
Fishersville, VA 22939-1500

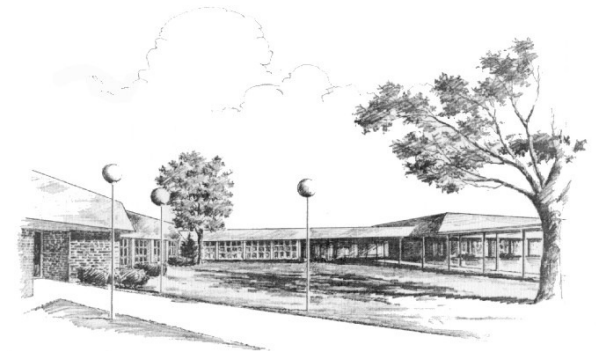
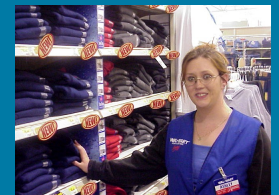
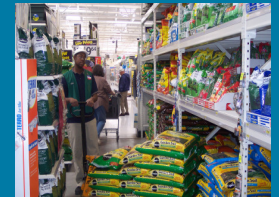
800.345.9972
540.332.7065
TTY 1.800.811.7893
www.wwrc.virginia.gov



Woodrow Wilson
Rehabilitation Center

The Premier Rehabilitation Community
Serving People with Disabilities

Materials Handling



Woodrow Wilson Center for Employment

Materials Handling Program

OVERVIEW:

The **Materials Handling** program is provided through the Woodrow Wilson Center for Employment at the Woodrow Wilson Rehabilitation Center (WWRC) located in Fishersville, Virginia.

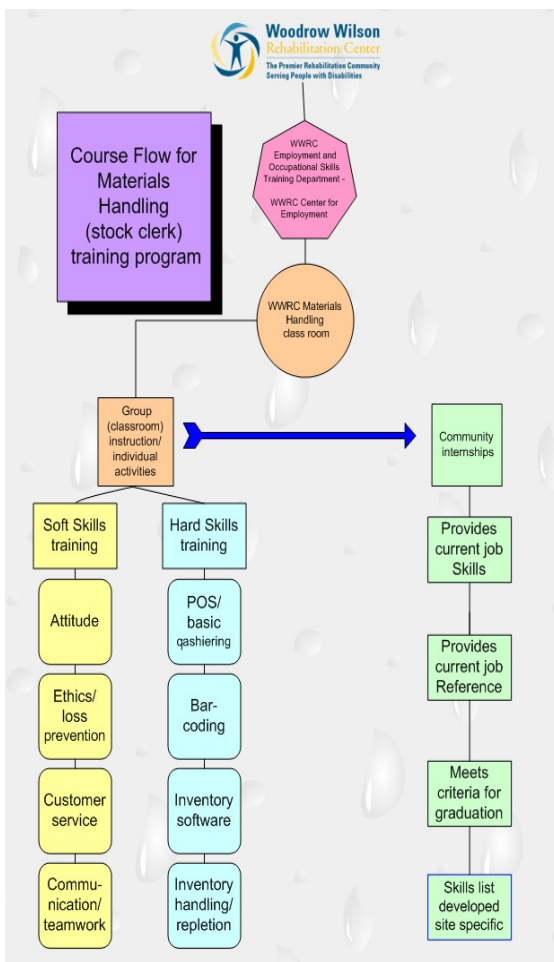
Approximate program length for training involving general stocking in the Stock Clerk vocational objective (O•NET# 53-7051.00) is about six months including an average six weeks in the Materials Handling classroom.

Classroom training includes tasks and operations of the storeroom, learning to identify, accurately count, and pick and pull inventory stock items as well as assist with inventory repletion and handling. Basic cashier training is taught in the classroom using a Point-of-Sale computer system that is also used for issuing and maintaining inventory. Bar codes are made and applied to every inventory item. Formal class instruction includes enhancing communication skills, work attitude, and improving human relations relating to teamwork and customer service.

The second part of training for each Materials Handling student provides community-based experiences that add to skills learned in the classroom.

Community-based training is specific to the employment expected after graduation

Community internships provide students with current job skills, current job references, and a list of tasks performed at each site.



and is usually performed in two or three internships of about six weeks each.

After meeting program requirements, a student is eligible for graduation using the Stock Clerk title with information added from their community training experience. Tasks are added to the vocational skills record developed for each student to include additional training specific to their internship.

Typical vocational objectives of Materials Handling graduates include:

- ▶ Stock Clerk— warehouse worker
- ▶ Stock Clerk— sales associate
- ▶ Stock Clerk— materials merchandiser
- ▶ Stock Clerk— auto parts clerk

Community internship sites are each selected on individual student needs and targeted job placement following graduation.

Forklift Operator training:

OSHA requires forklift safety training specific to each piece of equipment at each site of operation. Clients interested in this training at WWRC must first be evaluated and recommended for forklift operator training by the WWRC Vocational Evaluation Department.

Recommended clients participate in forklift safety and operation training in the materials handling area. Training is about 30 hours in the classroom followed by an average 40 hours of forklift operation.

Forklift operator (O•NET# 53-7051.00) training can be taken as part of traditional materials handling training or can be taken by itself as a stand alone objective if appropriate. Forklift training at WWRC takes on average six weeks to complete.

Some businesses in the Waynesboro-Staunton area that have participated in internships with this training program:

- ▶ Advance Auto
- ▶ Best Buy Distribution Center
- ▶ K-Mart, TJ Maxx, Wal-Mart
- ▶ Food Lion, Martin's Grocery
- ▶ McKee Foods

For further information or to make a referral, please contact the Materials Handling Training Program by any of the following venues:

Phone: 540.332.7232
Toll Free: 1.800.345.9972 (ext 2 7232)
Fax: 540.332.7441
Website: wwrc.virginia.gov